Approved For Release 2002/09/05 : CIA-RDP70B00501R000190160044-63643-67

7 September 1967

MEMORANDUM FOR: Deputy Director for Plans

Deputy Director for Intelligence Deputy Director for Support

Deputy Director for Science and Technology Deputy to the DCI for National Intelligence

Programs Evaluation

Director of National Estimates

General Counsel Inspector General Legislative Counsel

Special Assistant for Vietnamese Affairs

SUBJECT

: Requests for the Director to Meet with Visitors

- 1. The following guidelines are set forth to improve procedures for alerting the Director to upcoming events and visits in which his participation is recommended and to ensure a more orderly schedule.
 - a. All requests for the Director to meet with distinguished visitors (i.e., Congressmen, U. S. Government officials, officials of foreign intelligence organizations, Agency concultants or panels, etc.) should, when time permits, be submitted in writing with an information copy for the Deputy Director.
 - b. If possible, requests should be submitted at least two weeks (but generally no more than four weeks) in advance of the date of the proposed meeting.
 - c. Written requests should be as brief as possible, with pertinent background material attached as appropriate. As a minimum, they should contain the date and time of the proposed meeting, its purpose, and the reason for and extent of the Director's suggested participation.

Approved For Release 2002/09/05: CIA-RDP70B00501R009100160044-0

2. The Director's office will advise the originator of any such request whether and to what extent the Director will participate, as well as any wishes he may have regarding the handling of the proposed meeting.

/s/ T. E. Fhite

L. K. White Executive Director-Comptroller

cc: Assistant to the Director
D/PPB
USIB/S

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